

SPEAKERS BUREAU REQUEST FORM

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The judges and staff on the Speakers Bureau of Hennepin County District Court welcome the opportunity to give presentations to your organization at no charge on the topics listed below. Please complete and return this form at least 30 days before your event. If you have any questions, please call Jamie Smith at 612-596-9271. Thank you for your interest.

Arbitration/Settlement Conference Office
Administrative Hearing/Collections Office
Careers/Training
Civil Filing
Community Court
Conciliation Court
Criminal/Traffic Court
Domestic Abuse Service Center
Drug Court
Examiner of Titles
Family Court

Guardian ad Litem
Housing Court
Judgments
Jury Office
Juvenile Court
Law/Judicial Clerks
Probate/Mental Health Court
Self Help Service Center
Suburban Courts
Traffic Violations Bureau
Other courts-related topics

Topic: _____

Please specify information desired: _____

Speaking date(s) _____ Time(s): _____

Organization: _____

Address (*street, city, state*): _____

Address where presentation will be given (*if different from address above*): _____

Directions to presentation location: _____

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Contact person: _____

Telephone: _____ Fax: _____

E-mail address: _____ Date of request: _____

Size and profile of audience: _____

General description of area / room for presentation: _____

Audio/visual aids you could provide, if needed:

Podium/microphone _____ Overhead projector/screen _____

VCR and monitor _____ Easel pads/markers _____

Other _____

Special instructions, if any: _____

How did you learn about the Speakers Bureau? _____

Please attach additional information, if needed, and return your completed form by e-mail to: jamie.smith@courts.state.mn.us or by fax: (612) 348-2131; or send to: Jamie Smith, Fourth Judicial District, Office of Public Affairs, C-12 Government Center, 300 S. Sixth St., Minneapolis, MN 55487-0422